

## OVERVIEW OF ROUTE JURISDICTION TRANSFER (RJT)

Authority considering whether to make additions, deletions, or other changes to the state highway system is under RCW 47.17.001. The process and criteria are found in WAC 479-210, which directs the administering agency to receive and review petitions from cities, counties, or the department of transportation requesting any addition or deletion from the state highway system. The administering agency manages the request and provides a complete evaluation and assessment of the request. Once a thorough evaluation is completed, the administering agency provides a final finding to the Joint Transportation Committee (JTC). This recommendation is reviewed by the JTC, and it is the Legislature that is the deciding authority for all route jurisdiction transfer requests.

## TIMELINE AND TASKS DURING RJT PROCESS

ESTIMATED DATE	TASK
	RJT request is received from city, county, or WSDOT
Upon Receipt of Request	Confirm jurisdiction and timeliness
Upon Jurisdiction Confirmation	Send letter to applicant, acknowledging receipt of request [If request is not in the RJT jurisdiction, send letter stating such and process ends here.]
February – July	Evaluation and assessment of request begins in February and continues through July
February	Establish a list of initial parties of record <ul style="list-style-type: none"><li>• The requesting agency provides an initial list of stakeholders' names and addresses that may be affected by the route transfer</li><li>• This list may be added to and needs to include affected local &amp; state agencies and elected officials</li></ul>
March – April	Conduct technical analysis and develop a Preliminary Finding by: <ul style="list-style-type: none"><li>• Determining which criteria apply to the transfer request</li><li>• Analyze the criteria</li></ul>
April	Commission or Board as a whole approve the recommended Preliminary Finding
May	Panel ad notifying interested parties of comment period is sent to appropriate newspapers
May	Written notice and Preliminary Finding is mailed out to interested parties to begin 30-day comment period
June	At end of 30-day comment period, any comments received are added to the RJT file and shared with Commission or Board
June	Determine need for public hearing (public hearings are optional) <ul style="list-style-type: none"><li>• Need for hearing is based on local interest (held in area of transfer request)</li><li>• If only affected agencies comment, there may not be a need for a public hearing</li></ul>
July – August	If public hearing is necessary, panel ad notifying interested parties of public hearing is sent to appropriate newspapers [20-day notice]
July – August	If public hearing is necessary, written notice is sent to interested parties [20-day notice]
August – September	Hold public hearing on Preliminary Finding
September	Final Finding recommendation approved by Commission or Board as a whole
October	Final Finding recommendation sent out to interested parties
November	Final Finding recommendation is sent to JTC